

Digitization Service for the GALILEO Knowledge Repository Grant

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a resource of the
Digital Library of
Georgia &
GALILEO

Topics

- Grant Responsibilities
- Background on Digital Library of Georgia
- Content and Metadata Committee
- GKR Drupal site
- Digitization requests
 - Form
 - Scoring
- Memorandum of Understanding
- Scanning
 - Hardware
 - Workflows
 - Costs
- Questions/Discussion

Grant Responsibilities

- ***D.2) Digitization Service:*** A multitude of scholarly works are —locked up in print, which makes it difficult for GKR partner sites to disseminate them digitally. Scholarly materials like theses and dissertations, research reports, working papers, and research data are not easily accessed in print. The Digital Library of Georgia (DLG) has extensive experience in digitizing collections. Student assistants (IMLS funded) and existing DLG staff will carry out digitization. The GKR Content and Metadata Committee will conduct an approval process for digitization requests, as well as determine priorities for digitization efforts. **Schedule:** Establish service by January 2010 and continue to Sept. 2012.
- <http://hdl.handle.net/1853/30580>

The DLG

DIGITAL LIBRARY of GEORGIA

SHARING GEORGIA'S HISTORY AND CULTURE ONLINE

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Collections A-Z

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Welcome to the Digital Library of Georgia

The Digital Library of Georgia is a gateway to Georgia's history and culture found in digitized books, manuscripts, photographs, government documents, newspapers, maps, audio, video, and other resources.

The Digital Library of Georgia connects users to a million digital objects in more than 200 collections from 60 institutions and 100 government agencies. Though this represents only a fraction of Georgia's cultural treasures, the Digital Library of Georgia continues to grow through its partnerships with libraries, archives, museums, government agencies, and allied organizations across the state.

Based at the [University of Georgia Libraries](#), the Digital Library of Georgia is an initiative of [GALILEO](#), the state's virtual library. Please also visit the [Civil Rights Digital Library](#), built in partnership with the DLG and GALILEO.

Partners & Sponsors

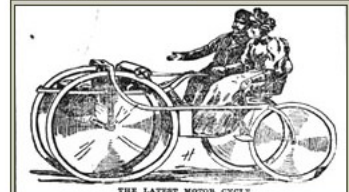
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<http://dlg.galileo.usg.edu/>

DLG News

- [Visit DLG blog](#)
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Featured Collection



Atlanta Historic Newspapers Archive

Atlanta Historic Newspapers Archive consists of over 67,000 fully searchable newspapers pages from 1847 to 1922. The Atlanta papers include the *Atlanta Daily Examiner*, the *Atlanta Daily Herald*, the *Atlanta Georgian*, the *Atlanta Intelligencer*, the *Atlantian*, the *Daily/Georgia Weekly Opinion*, the *Gate-City Guardian*, the *Georgia Literary and Temperance Crusader*, the *New Era*, the *Southern Confederacy*, the *Southern Miscellany*, and *Upper Georgia Whig*, the *Southern World*, the *Sunny South*, and the *Weekly Constitution*.

Content & Metadata Committee

- *The members of this committee are responsible for recruiting and collecting their respective campuses' scholarly content, submitting it to their IRs with metadata, and for reviewing any rights issues. This committee reviews common issues at the institutions to establish and maintain GKR-wide processes. They are responsible for maintaining the GKR Metadata Guidelines and assisting with the management of the GKR's IR-related services of digitization, rights assistance, content submission, and preservation.*

Structure of Service: GKR site

■ <http://www.library.gatech.edu/gkr/>

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Work Groups

- ▼ Content and Metadata Committee
 - Content Submission
- ▼ Digitization
 - Memorandum of Understanding
 - Prioritization Guide
 - Requests
- Links

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Digitization

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- Memorandum of Understanding
- Prioritization Guide
- Requests

[< Content Submission](#) [up](#) [Memorandum of Understanding >](#)

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Structure of Service: Digitization Requests

- <http://www.library.gatech.edu/gkr/node/47>
- The GALILEO Knowledge Repository (GKR) Digitization Service aims to facilitate access to digital research and scholarly materials from partner University System of Georgia institutions. The GKR Content and Metadata Committee will prioritize digitization requests, recommend priorities to the Digital Library of Georgia (DLG), and work together with the DLG to match recommendations with pragmatic considerations. The DLG, in consultation with the Content and Metadata Committee, will select within the top few for the final selection and sequence based on available staffing and equipment.

Structure of Service: Digitization Form

- Information gathered:
 - Collection description: type, extent, physical dimension
 - Access: copyright
 - Collection management: is it processed? Is there descriptive metadata?
 - Significance: current use, potential use, part of larger digital collection

Structure of Service: Digitization Form

Collection Management					
Organization: *					
	Yes	No			
Has the collection been processed? <input type="radio"/> <input type="radio"/>					
Description: Which of the following descriptive formats are available for the materials (check all that apply): *					
<input type="checkbox"/> MARC records					
<input type="checkbox"/> Finding aids					
<input type="checkbox"/> Metadata					
<input type="checkbox"/> Other*					
Please describe other * available descriptive formats:					
<div></div>					

Significance					
Current use: *					
	Daily	Several times a week	Once or twice a month	Several times a year	Once a year
How often is the material accessed in analog form? <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>					
Potential use: *					
	1	2	3	4	5
One a scale of 1-5, 1 highest and 5 lowest, to what extent would your institution benefit from access to the material in digital format? <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>					
Barriers: *					
	1	2	3	4	5
One a scale of 1-5, 1 highest and 5 lowest, to what extent does the analog form limit use of the material? <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>					

Structure of Service: Digitization Form

Institution: *

- Select -

Collection Description

Name (for materials, or item(s) proposed for digitization): *

Type (check all that apply): *

☐ Book

☐ Audio

☐ Video

☐ Pamphlet

☐ Photograph

☐ Typewritten document

☐ Handwritten document

☐ Maps

☐ Posters

☐ Other*

Please describe other * collection types:

Extent of the collection: *

e.g. 700 technical reports totaling 7,255 pp.

Scope of the collection: *

Structure of Service: Prioritization guide

- <http://www.library.gatech.edu/gkr/node/62>

Prioritization Guide

View

Edit

Weighted system for prioritizing digitization requests

Collection Description:

Extent of the collection:

<500 loose pages +1

<100 maps or photographs +1

<50 video or audio tapes +1

Condition of the materials:

Excellent +2

Good +1

Access:

Public domain +1

Copyright held by the institution +1

Permission to digitize +1

Collection Management:

Processed +1

MARC records +1

Finding aids +1

Metadata +1

Significance:

Current use:

Daily +2

Several times a week +1

Once or twice a month +1

Potential use:

1 = +2

2 = +1

Structure of Service: Decision Making

- Digitization requests were considered on a semester basis
- Submitted forms were automatically sent to all committee members
- All submissions were scored and ranked
- At regular committee meeting, requests were evaluated and final selections were made

Structure of Service: Transporting Materials

- Memorandum of Understanding
- I. PARTIES
- This document constitutes an agreement between the Digital Library of Georgia (DLG) based at the Main Library of the University of Georgia, Athens, Georgia, and [institution name and address]
- II. PURPOSE
- The purpose of this agreement is to state clearly the terms under which [] allows the DLG temporary custodianship of materials and permits digitization of those materials.
- III. BACKGROUND & DESCRIPTION OF LOANED MATERIALS
- As part of GALILEO's Knowledge Repository initiative, the [] and the DLG are collaborating to make selected materials related to the Medical College of Georgia available in the GALILEO Knowledge Repository. The DLG will be responsible for transporting the materials and for all steps of the digitization process.
- The loaned materials are listed and described in Schedule A attached to this agreement.



Structure of Service: Scanning

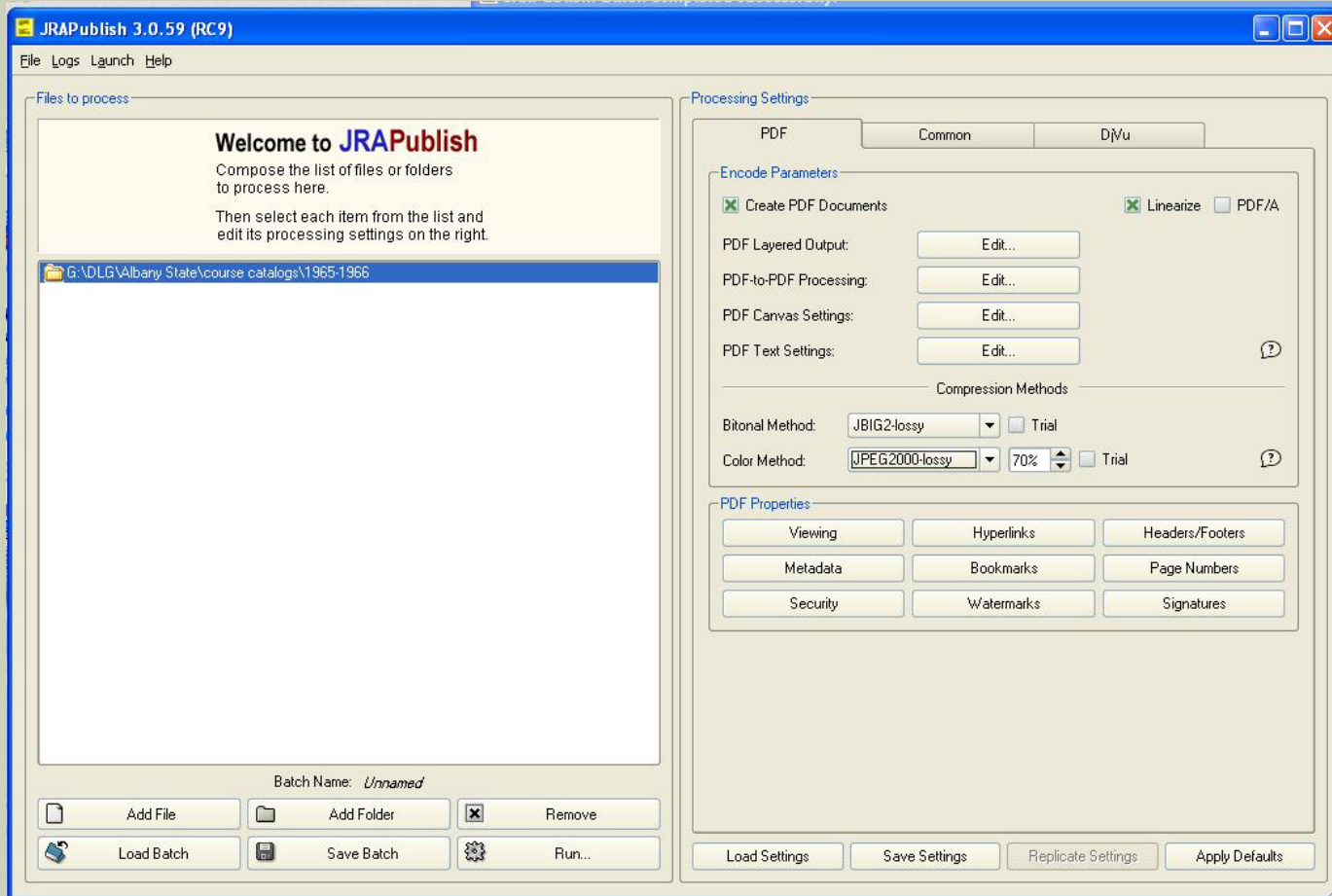
- Student workers
 - Hired with grant money
 - Worked 15-20 hours per week
- Flatbed scanners
 - Epson 10000XL
- Networked stations
 - All work backed up



Structure of Service: Workflow

- Scan
 - Settings
 - File naming
- Rotate/Crop/Split
 - Book Restorer software
- Process files
 - JRA Publish for creating compressed PDFs
 - OCR
- Quality Control
 - At every step
 - Crucial to catch problems early

Structure of Service: JRA Publish



Structure of Service: Cost Estimate

- Travel, Student labor, my salary, snacks....
- \$.70 per page for PDFs
- Context/variables

Thank You

Questions?

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